

APPENDIX I

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Sample RTI Application in Connection with Action on an earlier Request

Enclosed:
IPO/Challan/1

To

The Public Information Officers

(Address of the Public Authority)

Sub: Application under the RTI Act, 2005

(A) Name of Applicant

(B) Address [Give address from where you would like to correspond with the PFO]

Sir,

I had made an application on (give date) regarding (Copy of application is attached). However, no satisfactory action has been taken on my application so far. Please provide the following information with respect to the same:

- (1) Daily progress made on my application.
- (2) Names and designations of all the officials with whom my application was lying during this period, and what action has been taken by that official during that period.
- (3) Proof of receipt and despatch of my application in the office of each of these officials.
- (4) According to rules and regulations of your department/Citizens' Charter or any other order, in how many days such a matter should be dealt with and resolved. Please provide a copy of these rules.
- (5) The officials who have not adhered to the time limit mentioned in these rules are guilty of violating these rules. Action proposed to be taken against these officials for violating the above rules be informed.
- (6) Please provide Action Taken Report against defaulting officers/employees.

I have submitted initial application fee of Rs. 10/- vide IPO/Challan/DD No.

If you feel that the above requested information does not pertain to your department, then please follow the provisions of Section 6(3) of the RTI Act and transfer the application to appropriate department within 5 days.

Also, as per the provisions of the RTI Act, 2005 please provide the details (name and designation) of the first appellate authority with respect to your department in the reply to the above request, where I may, if required file my first appeal.

Thanking you.

Signature: _____

Name: _____

Postal Address: _____

Enclosed:

RO/Challan/DD No. _____

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